

MONROE COUNTY

JOB DESCRIPTION

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| Position Title: RESPITE WORKER – BAYSHORE MANOR | | Date 10/8/02 |
| Position Level: 3 | FLSA Status: Nonexempt | Class Code: 3-7 |

GENERAL DESCRIPTION

Primary function is to assist the attendants with personal, social & emotional care of clients/residents. Reports . to the Sr. Administrator.

KEY RESPONSIBILITIES

1. Provides personal hygiene care for the client such as bathing, toileting, mouth and teeth care, etc.
2. *Provides emotional companionship to the clients. Plans activities/exercise for the enjoyment of the Client.
3. *Prepares meals and assists clients/residents to eat.
4. *Assists in planning and execution of special events and offsite activities.
5. *Monitors clients/residents to prevent elopement.
6. *Completes paperwork as required.
7. *Performs other duties as assigned.

* Indicates an “essential” job function.

The information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

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| KEY JOB REQUIREMENTS | |
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| <i>Education:</i> | H.S. Diploma or GED required. |
| <i>Experience:</i> | 0 to 1 year. |
| <i>Impact of Actions:</i> | Decisions and impact are limited to decisions and planning within a small work group or project team. |
| <i>Complexity:</i> | Basic: Work consists of moderately complex procedures and tasks where analytic ability is required. Work may involve the comparison of numbers, selection of appropriate guidelines and procedures, or identification of appropriate actions to follow. Answers are usually found by selecting from specific choices defined in work policies or procedures. |
| <i>Decision Making:</i> | Basic: Ongoing supervision is provided on an "as needed" basis. Some independent judgment is necessary to select and apply the most appropriate of available procedures. |
| <i>Communication with Others:</i> | Requires regular contact within the department and with other departments, outside agencies and the general public, supply or seeking information. |
| <i>Managerial Skills:</i> | Involves no responsibility or authority for the direction of others. |
| <i>Working Conditions/Physical Effort:</i> | Work requires moderate physical exertion and/or physical strain. Work environment involves regular exposure to body fluids and substances. |
| <i>On Call Requirements:</i> | On Call 24 hours pending disasters. |
| <i>Other:</i> | CPR/First Aide Certification. |

| APPROVALS | | |
|------------------------------|------------------|-------------|
| <i>Department Head:</i> | | |
| Name: _____ | Signature: _____ | Date: _____ |
| <i>Division Director:</i> | | |
| Name: _____ | Signature: _____ | Date: _____ |
| <i>County Administrator:</i> | | |
| Name: _____ | Signature: _____ | Date: _____ |

On this date I have received a copy of my job description relating to my employment with Monroe County.

Name: _____ Signature: _____ Date: _____